



POSITION VACANCY

Position Title: Staff Attorney

Agency and Location: Wyoming Legislative Service Office, State Capitol Building, Cheyenne, Wyoming.

General Job Description:

A staff attorney in the non-partisan Wyoming Legislative Service Office (LSO) provides legal services to the Wyoming Legislature. A staff attorney contributes to the Office's core legislative drafting and legal services functions by:

- Drafting legislation for legislators and legislative committees;
- Performing legal research and advising the Legislature on legal issues;
- Drafting legal memorandum;
- Reviewing executive branch agency rules;
- Providing staff support for legislative committee meetings;
- Interacting with committee chairmen and other legislators to develop and implement legislative directives; and
- Completing committee research projects.

Essential Job Functions:

- Staffs the Senate or the House of Representatives during legislative sessions and provides guidance on pending legislation and procedural rules;
- Communicates and coordinates with representatives of federal, state, and local governments, interest groups, and private individuals to develop legislation and to facilitate legislative projects;
- Drafts legislation and amendments to legislation that are legally correct, that reflect the intent of the sponsor, that are well written in clear, plain English, and that adhere to established style and format requirements;
- Performs legal and general research;
- Responds to questions and requests for information regarding the law, pending or proposed legislation, and other office work product from legislators, legislative staff, executive branch staff, lobbyists, and the general public;
- Arranges, attends, and staffs legislative interim committee meetings, conducts legal research for committees, drafts legislation requested by committees, presents draft legislation to committees, and responds to technical and legal questions regarding draft legislation;
- Coordinates and manages a team of professionals who are assigned to staff and support legislative committees;
- Reviews agency rules to determine whether they are within the rule-making authority of the agency, are constitutionally sound, and were properly promulgated;
- Drafts summaries of enacted legislation;
- In-state travel is required.

Other Job Functions:

- Develops or conducts, or assists other LSO staff in developing or conducting, in-house professional development programs or other presentations for members or staff of the Wyoming Legislature;
- Assists in the preparation of the Wyoming Statutes for publication by reviewing titles and recommending technical revisions;
- May assist with the conduct of litigation involving the Wyoming Legislature;
- Completes special projects and other assigned tasks.

Qualifications:

- Juris Doctorate or be a Juris Doctorate candidate in 2020 (3L law school student);
- Admitted to practice law in Wyoming or will pursue admission;
- Strong academic record;
- Strong verbal communication skills;
- Excellent research and writing skills;
- Team management skills;
- Experience in private or government practice is preferred, but not required;
- Candidates with a strong interest in the legislative process will be preferred.

Salary: Negotiable based upon experience. Salaries are targeted to be commensurate with equivalent position classifications in the Wyoming Attorney General's Office.

Position Availability: Immediately, but a delayed start may be considered.

Applications: Send a cover letter, resume, a recent writing sample without outside edits, a list of at least three references, and grade transcripts from law school and other post-secondary education to:

Wyoming Legislative Service Office
200 W. 24th Street
State Capitol Building
Cheyenne, WY 82002
ATTN: Ian Shaw

Alternatively, complete application materials, in PDF or Microsoft Word format, can be emailed to: ian.shaw@wyoleg.gov

Application Deadline: Applications will be reviewed and considered upon receipt and will be accepted until the position is filled.